

**Non-DPS Contractual Agreement  
Cover Sheet**

From: Brandie V. Knazze *BVK*  
Brandie.knazze@cityofchicago.org  
First Deputy Commissioner  
Family and Support Services

To: Tom Dziedzic  
tom.dziedzic@cityofchicago.org  
Department of Finance

Date: October 11, 2017

**Please create a Blanket Purchase Order in FMPS for the attached Non-DPS Agreement.  
The following summary values must be identified to create a Blanket Purchase Order.**

PO Number (if request is a Modification): 46174

Department Number: 050

Supplier Name: The Board of Education of the City of Chicago

Supplier Number: 1032857

Supplier Site: A

Ship-To: 050 – 2005 Family and Support Services

Bill-To: 050 – 2005 Family and Support Services

Original Amount: \$975,000.00

Amendment Amount: \$1,132,670.00

Total Amount: \$2,107,670.00

Additional Compensation:

Target Market: N/A

Goods or Services: Services

Description of Agreement: Intergovernmental Agreement Chicago Early Learning  
Disabilities Support Services Program amendment

Original Agreement Start Date: January 1, 2016

Original Agreement End Date: November 30, 2016

New Agreement Start Date: December 1, 2016

New Agreement End Date: November 30, 2017

**Please submit one fully executed and redacted copy of the Signature Ordinance, Contract/Agreement,  
and the Economic Disclosure Summary (EDS). Please submit only single-sided hard copies. In addition,  
please check the link to ensure that the supplier is not on the debarred vendor list.**

**[http://www.cityofchicago.org/city/en/depts/dps/provdrs/comp/svcs/debarred\\_firms\\_list.html](http://www.cityofchicago.org/city/en/depts/dps/provdrs/comp/svcs/debarred_firms_list.html)**

FIRST AGREEMENT TO EXTEND AND AMEND  
INTERGOVERNMENTAL AGREEMENT  
CHICAGO EARLY LEARNING (F/K/A HEAD START) DISABILITIES SUPPORT  
SERVICES PROGRAM

This First Agreement to Extend and Amend ("First Extension Agreement") that certain 2016 Intergovernmental Agreement for Chicago Early Learning (f/k/a Head Start) Disabilities Support Services Program is entered into on October 10, 2017 but deemed effective as of this 1<sup>st</sup> day of December, 2016 (the "Effective Date") by and between the City of Chicago, a municipal corporation and home rule unit of government under Article VII, Section 6(a) of the 1970 Constitution of the State of Illinois, acting through its Department of Family and Support Services (the "DFSS" or "City") and the Board of Education of the City of Chicago, a body politic and corporate, commonly known as the Chicago Public Schools (the "Board" or "CPS").

RECITALS

**WHEREAS**, the Board entered into the 2016 Intergovernmental Agreement for the Head Start Disabilities Support Services Program with the City (the "Agreement") to assist DFSS with the identification, referral and provision of services for children with disabilities enrolled in DFSS's Head Start Support Services programs (collectively, the "Program") for an original term commencing January 1, 2016 and ending November 30, 2016; and

**WHEREAS**, pursuant to Section 3.02 of the Agreement, and by mutual agreement of the parties, the Agreement may be extended from time to time under the same terms and conditions, provided that adequate funding is available, and the parties now desire to undertake a twelve-month extension of the Agreement; and

**WHEREAS**, the parties agree that the Scope of Services and the compensation to be paid to the Board for services should be modified to cover the First Extension Period as described herein.

**NOW THEREFORE**, in consideration of the mutual promises and the terms and conditions set forth herein, the parties do hereby agree as follows:

ARTICLE ONE: INCORPORATION OF RECITALS; DEFINITIONS

A. Recitals. The recitals set forth above are hereby incorporated into and made a part of this Extension Agreement.

B. Definitions. Capitalized terms used but not otherwise defined herein shall take the same meaning set forth in the Agreement.

ARTICLE TWO: EXTENSION OF TERM

The Agreement is hereby extended for a twelve (12) month period commencing December

1, 2016 and ending November 30, 2017 (the "First Extension Period"), unless terminated sooner as specified in the Agreement.

### ARTICLE THREE: SCOPE OF SERVICES

The parties agree that the Scope of Services during the First Extension Period shall be as set forth in Exhibit A-1 attached hereto and incorporated herein, which replaces and supersedes Exhibit A of the Agreement.

### ARTICLE FOUR: MAXIMUM COMPENSATION

The City, through the DFSS budget, has appropriated for 2017 and shall pay the Board for Services for the First Extension Period an amount not to exceed One Million, One Hundred Thirty-Two Thousand, Six Hundred Seventy and 00/100 Dollars (\$1,132,670.00), as set forth in Exhibit B-1 attached hereto and incorporated herein, which replaces and supersedes Exhibit B of the Agreement. All other terms in the Agreement regarding compensation and payment remain in full force and effect during the First Extension Period.

### ARTICLE FIVE: AMENDMENT

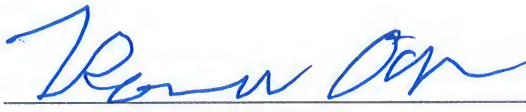

Except as specifically extended or amended herein, all terms and conditions of the Agreement are and shall remain in full force and effect during the First Extension Period.

[THE REMAINDER OF THIS PAGE IS LEFT BLANK INTENTIONALLY]

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, each of the parties has caused this First Extension Agreement to be executed as of the date first written above.

BOARD OF EDUCATION OF  
THE CITY OF CHICAGO


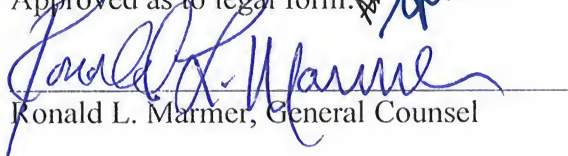
By:   
 Ronald DeNard  
Senior Vice President of Finance

Date: 10/5/17

CITY OF CHICAGO, by and through its  
DEPARTMENT OF FAMILY AND  
SUPPORT SERVICES

By:   
Lisa Morrison Butler  
Commissioner

Date: 10/10/17

Approved as to legal form:   
  
Ronald L. Marmer, General Counsel

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Attachments and Exhibits:

Exhibit A-1: Amended Scope of Services  
Exhibit B-1: Amended Operating Budget

**EXHIBIT A-1**

**AMENDED SCOPE OF SERVICES**

## AMENDED SCOPE OF SERVICES

**A. PURPOSE:** The Chicago Early Learning (“CEL”) (f/k/a Head Start) Disabilities Support Services project is a collaborative effort between the Board of Education of the City of Chicago, commonly known as the Chicago Public Schools on behalf of the Office of Diverse Learner Supports and Services (“ODLSS”)(collectively, “CPS”) and the Department of Family and Support Services (“DFSS”) to assist with the identification, referral and provision of services for children with disabilities enrolled in DFSS’ CEL programs.

### **B. CHILDREN SERVED:**

CPS shall serve children with disabilities who participate in DFSS’ CEL programs. DFSS will screen children enrolled in DFSS’ Birth to Five programs to identify students with suspected disabilities or delays. DFSS will refer these children to CPS for further evaluation, and if eligible, provide special education services.

### **C. CHICAGO EARLY LEARNING DISABILITIES TEAM:**

CPS shall create a Disabilities Team (“Team”) that shall be comprised of, but not be limited to, state certified early childhood special education teachers, state licensed speech/language pathologists, a Licensed Clinical Social Worker and one administrative assistant. The ODLSS Citywide Assessment Team Manager will collaborate with the DFSS Project Manager. Both Project Managers will provide program oversight in directing the workflow, identifying systemic supports, and ensuring that Federal and State program requirements are met and that children are referred using high quality, consistent data. The Team will be housed on site at a primary work location at the City of Chicago, DFSS Office. A Team Facilitator will supervise the work of the Team, organize and analyze data and work collaboratively with DFSS’ staff, Office of Diverse Learner Supports and Services, families and school-based staff.

### **D. TASKS AND TIMELINES TO BE COMPLETED:**

TASKS	OBJECTIVES	DELIVERABLES	TIMELINES 1 <sup>st</sup> quarter=Dec-Feb 2 <sup>nd</sup> quarter=Mar-May 3 <sup>rd</sup> quarter=June-Aug* 4 <sup>th</sup> quarter=Sept-Nov *Deliverables during 3 <sup>rd</sup> quarter are completed during CTU attendance days.	OUTCOME MEASURES
1. Provide training to Chicago Early Learning delegate agency and grantee staff regarding screening and referral process for evaluation at CPS, ODLSS. 1a. Provide training to delegate agency and grantee staff on screening procedures to ensure	All children enrolled must be screened within 45 days of enrollment. Ensure that delegate staff have the skills to ensure screenings are high quality.	Coordinators will be trained and will demonstrate understanding of the screening and referral process for evaluation at CPS.	At least 40 Coordinators trained and coached.	Children will be identified and referred to CPS for further evaluation.

## AMENDED SCOPE OF SERVICES

that screenings are completed in a timely manner and according to Federal and State guidelines.				
1b. Provide training to delegate agency and grantee staff on the referral process/procedures for evaluation at CPS.	Ensure the procedures for referral are understood and that timelines are followed.	Coordinators and grantee staff will be trained. Develop training materials that include a written outline of the process and expectations.	At least 40 Coordinators will be trained.  Materials will be developed by September of each school year. Trainings occur throughout the year.	Children will be referred to CPS for further evaluation.  Referral will be high quality, targeting agencies that need additional supports.
2. Conduct classroom observations at community-based programs.	Delegate staff will receive meaningful feedback including intervention strategies to support students in the program and to support identification of students who may be suspected of having a disability and require further evaluation.	At least 150 classrooms will be observed and feedback will be provided.	1 <sup>st</sup> quarter= 50 classrooms will be observed 2 <sup>nd</sup> quarter= 50 classrooms will be observed 4 <sup>th</sup> quarter= 50 classrooms will be observed	Children will be identified and referred to CPS for further evaluation.
3. To support the full inclusion of children with disabilities into DFSS CEL programs: Provide training and technical assistance to DFSS delegate agency and grantee staff on a variety of topics, including, accommodations and modifications, behavioral interventions for	Provide delegate agency staff knowledge and skills to support children with disabilities in their programs.	150 classrooms will be observed and feedback will be provided.	1 <sup>st</sup> quarter= staff at 50 classrooms will be trained 2 <sup>nd</sup> quarter= staff at 50 classrooms will be trained 4 <sup>th</sup> quarter= staff at 50 classrooms will be trained	Delegate Agency staff will be supported in serving children with disabilities.

## AMENDED SCOPE OF SERVICES

students with disabilities, and speech/language development.				
4. Facilitate DFSS children's referrals to ODLSS for evaluation.	The Team will review DFSS delegate agency referrals to ensure that all referrals are warranted and referral documents are complete; will electronically submit all referrals to ODLSS; and will help to facilitate the scheduling of evaluations and notification to Disabilities Service Coordinators and families.	Approximately 900 referrals will be reviewed and sent to the citywide assessment teams.	1 <sup>st</sup> quarter= 350 referrals reviewed and sent to ODLSS 2 <sup>nd</sup> quarter= 300 referrals reviewed and sent to ODLSS 3 <sup>rd</sup> quarter=150 referrals reviewed and sent to ODLSS 4 <sup>th</sup> quarter= 100 referrals reviewed and sent to ODLSS	Children will be referred to CPS in a timely manner.
5. Maintain data on all CEL children's referrals, evaluations, and eligibility determinations	All DFSS referrals will be tracked and followed up on by the Team.	Data on approximately 900 referrals will be tracked and reported.	1 <sup>st</sup> quarter=data on 350 referrals tracked and reported 2 <sup>nd</sup> quarter= data on 300 referrals tracked and reported 3 <sup>rd</sup> quarter= data on 150 referrals tracked and reported 4 <sup>th</sup> quarter= data on 100 referrals tracked and reported	Children will be referred, evaluated and determined eligible or not eligible for special education services by CPS in a timely manner.
6. Support DFSS CEL students' access to services at CPS.	Communication and collaboration among CEL families and programs, ODLSS, and CPS schools will be streamlined.	Children will be referred, evaluated, and determined eligible or ineligible for special education services.	1 <sup>st</sup> quarter = 350 referrals 2 <sup>nd</sup> quarter = 300 referrals 3 <sup>rd</sup> quarter = 150 referrals 4 <sup>th</sup> quarter = 100 referrals	Children will be referred, evaluated and will receive special education services in a timely manner.

## AMENDED SCOPE OF SERVICES

7. Participate in STARnet paraprofessional trainings and support technical assistance to paraprofessionals who work with students with disabilities in CEL community-based programs.	Children with moderate to severe disabilities that are enrolled in CEL community-based programs will be supported and included.	Paraprofessionals will be trained.	1 <sup>st</sup> quarter=STARnet will provide1 training for paraprofessionals 2 <sup>nd</sup> quarter= STARnet will provide1 training for paraprofessionals 3 <sup>rd</sup> quarter= STARnet will provide1 training for paraprofessionals 4 <sup>th</sup> quarter= STARnet will provide1 training for paraprofessionals	CEL staff will be supported in serving children with disabilities.
8. Participate in evaluation and eligibility determinations of children referred.	Students referred for further evaluation will be assessed and their eligibility for special education services will be determined.	100 children will be evaluated.	1 <sup>st</sup> quarter=20 students will be evaluated. 2 <sup>nd</sup> quarter= 20 students will be evaluated. 3 <sup>rd</sup> quarter= 20 students will be evaluated. 4 <sup>th</sup> quarter= 20 students will be evaluated.	Children referred and found eligible for special education services will have IEPs developed and implemented.
9. Prepare end of the year DFSS CEL and ODLSS reports.	Data will be collected in order to report on deliverables and adjust outcomes for next school year.	Prepare DFSS CEL specific reports and ODLSS referral and eligibility outcomes reports.	2 <sup>nd</sup> & 3 <sup>rd</sup> Quarters	End of the year reports will be comprehensive and provide outcomes-based data.
10. Collaborate with CPS ODLSS on evaluating DFSS Head Start Children during summer months and other tasks as assigned and agreed upon.	DFSS CEL Head Start children identified as needing further evaluation in late spring and summer will be completed during summer assessment. Complete other tasks as assigned and agreed upon.	Returning and transitioning DFSS CEL Head Start Children will be evaluated and determined eligible or ineligible for special education services. Other tasks as assigned and agreed upon are completed.	3 <sup>rd</sup> Quarter=remaining DFSS CEL Head Start Children who are in need of an evaluation will be evaluated and their eligibility will be determined in accordance with established timelines.	DFSS CEL Head Start children will be evaluated and determined eligible or ineligible for special education services by CPS in a timely manner.
11. Support DFSS in tracking children and trends, and support the Head Start disabilities waiver, as necessary.	Ensure that all referrals, evaluation, enrollment, demographic and geographic trends are tracked.	Completed Head Start disabilities waiver with all required documents submitted.	Data reviews and dialogues, 1 per quarter.  Disabilities waiver submitted annually to the Department of Health and Human Services.	Meetings held quarterly.  Waiver successfully submitted.

## AMENDED SCOPE OF SERVICES

12. Support the implementation of services for students in community-based organizations ("CBOs")	Ensure high quality services for children with disabilities in CBOs.	Ensure students receive services as per their IEP.	As needed per quarter	Service records
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### **E. DATA MAINTENANCE:**

CPS shall purchase wireless internet access cards for use by the Team in order for team members to have access to internet while working offsite in community-based settings.

### **F. TEAM STAFF PROFESSIONAL DEVELOPMENT AND TRAINING:**

Team staff may attend and participate in professional development conferences on current practices in early childhood special education to maintain their certification.

### **G. TEAM STAFFING REQUIREMENTS:**

CPS shall employ individuals who hold current state certificates. The individuals shall work collaboratively with DFSS CEL staff, CPS and DFSS Project Managers to ensure that program services are provided. The staff shall be comprised but not limited to three (3) state certified early childhood special education teachers, two (2) licensed clinical social workers, four (4) state licensed speech/language pathologists and one administrative assistant. The CPS Disabilities Team Facilitator will supervise the work of the Team, organize and analyze data and work collaboratively with DFSS' Children's Services Division staff, ODLSS Central Office staff, Families and school-based and community-based staff.

CPS shall contract with a third party consultant to work with the Team to ensure program information (e.g., referrals, evaluations, enrollment) is tracked and analyzed in order to: ensure high quality practices; identify potential training needs; review how supports and services are delivered; and, ensure agencies are best supporting students with disabilities. The consultant may be asked to engage in other tasks as assigned that relate to this scope of work.

### **H. PROGRAM EVALUATION:**

CPS will collaborate with DFSS to monitor program expenditures and to ensure that programmatic goals are met.

CPS and DFSS will work together on a monthly basis in a data dialogue to review data trends in referrals, evaluations, enrollment, demographic, and geographic trends.

An annual survey of community agencies will be conducted to understand better ways to support agencies serving children with disabilities.

CPS will collaborate with DFSS to ensure coordinated, full-day programs are available for and, effectively support, students with disabilities.

### **I. TEAM STAFF EVALUATION AND REPORTING:**

## **AMENDED SCOPE OF SERVICES**

Team staff will be evaluated per PERA law utilizing the CPS Framework for Teaching, Educational Support Specialist and / or Speech Language Pathologists, as determined by the evaluator and evaluatee. Team is responsible for submitting their time requests to Time Keeper's Central KRONOS system and CPS Project Manager will approve all time requests. CPS shall provide DFSS quarterly expenditure reports for the program.

CPS will collaborate with DFSS to evaluate program progress and record accomplishments as follows:

- Hosting monthly meetings with each agency leadership.
- Reviewing of minutes from monthly delegate team meetings.
- Inputting, monitoring, and evaluating CPS/DFSS data.
- Reviewing feedback received from training evaluation forms. Report information related to children with disabilities by attending DFSS meetings.

### **J. EQUIPMENT:**

Monies shall be allocated within the grant to purchase supplies and equipment for use by the Team as needed to support the goals and work scope of the grant, including contractually obligated stipends and professional development services in accordance with CPS guidelines.

**EXHIBIT B-1**  
**AMENDED OPERATING BUDGET**

CHICAGO DEPARTMENT OF FAMILY & SUPPORT SERVICES  
COVER PAGE

HEAD START/EARLY HEAD START SUPPORT SERVICES

Delegate Name: BOARD OF EDUCATION - CHICAGO PUBLIC SCHOOLS FEIN 36-6005821  
Address: 42 West Madison Street City CHICAGO Zip Code: 60602

A Project Title: HEAD START DISABILITIES SUPPORT SERVICES  
PO# \_\_\_\_\_ Project Period From: 12/01/16 To: 11/30/17

TITLE OF THE PROGRAM

	Early Head Start Support Services	Release #	Main Tel#: 773-553-1903	Fax#:
X	Head Start Support Services			

Place an "X" in the box if this is a budget revision or amendment?

B1	EARLY/HEAD START FUND (FEDERAL)		\$1,132,670.00	
B2	REQUIRED MINIMUM NON-FEDERAL SHARE (IN-KIND)	\$	377,557.00	This cell is formulated.
B3	TOTAL HEAD START FUND + NON-FEDERAL SHARE	\$	1,510,227.00	This cell is formulated.
B4	MAXIMUM ALLOWABLE ADMINISTRATIVE COST (B3 x 10%)	\$	151,022.70	This cell is formulated.

CURRENT CONTACT INFORMATION

C.	PROJECT MANAGER	Georgann Coleman, Early Childhood Project Manager, 773-553-5410	Email address: gcoleman@cps.edu
		Name, Title, Telephone #	
	BUDGET CONTACT:	Heather Wendell, Exec. Director - Grant Funded Programs, 773-553-1909	Email address: hmwendell@cps.edu
		Name, Title, Telephone #	

# ACCOUNTS TO BE USED FOR HEAD START CONTRACTS

Cost	Cost Category	Account Description
0005	SALARY & WAGES	SALARY AND WAGES
0044	FRINGE BENEFITS	MEDICAL CARE PREMIUMS
		HOSPITALIZATION PREMIUMS
		MEDICARE
		SOCIAL SECURITY
		MEDICAL CARE PREMIUMS
		HOSPITALIZATION PREMIUMS
		TERM LIFE INSURANCE
		WORKMAN'S COMPENSATION
		UNEMPLOYMENT INSURANCE CLAIMS
		DENTAL PLAN
		OPTICAL COVERAGE PREMIUMS
		TUITION REIMBURSEMENT
		EMPLOYEE'S ANNUITY & BENEFIT
		PENSION CONTRIBUTIONS
0100	OPERATING COSTS	POSTAGE
		APPRAISALS
		PURCH, LICENSE, MAINT SOFTWARE
		PUBLICATIONS
		ADVERTISING FOR RECRUITMENT
		EQUIPMENT RENTAL/LEASE/MAINTENANCE/REPAIR
		LOCK BOX RENTAL
		FACILITIES/BUILDING MAINTENANCE/REPAIR
		GRAPHIC DESIGN SERVICES
		DUES, SUBSCRIPT, MEMBERSHIPS
		PRINT/REPRODUCTION
		TECHNICAL MEETINGS COSTS
		SURETY BOND PREMIUMS
		INSURANCE PREMIUM SERVICE & CLAIM EXPENSES
		FREIGHT AND EXPRESS CHARGES
		MESSENGER SERVICE
		TELEPHONE & INTERNET SERVICES
		UTILITIES (GAS, ELECTRICITY, WATER)
		WASTE DISPOSAL SERVICES
		MEETING SUPPORT (BEVERAGES & SNACKS ONLY - NO BREAKFAST, LUNCH OR DINNER IS ALLOWED)
		TELEPHONE - EQUIP & LEASE, MAINTENANCE, TELEPHONE SERVICES, RELOCATION, MAINTENANCE
0122	MEDICAL / DENTAL /	MEDICAL/DENTAL/SPECIALS NEEDS FOR HS
0140	PROFESSIONAL & TECHNICAL SERVICES	HOME PROVIDERS, COMMUNITY PARTNERS
		TEMPORARY PERSONNEL SERVICES
		ACCOUNTING, PAYROLL AND AUDITING
		LEGAL EXPENSES
0155	RENTAL OF PROPERTY	CONSULTANTS, PROFESSIONAL & TECHNICAL
		RENTAL OF PROPERTY FROM THIRD PARTY -

0160	PROGRAM	REPAIR / RENOVATION OF PROPERTY OR SPECIAL
0200	TRAVEL / TRANSPORTATION	MILEAGE REIMBURSEMENT
		OUT-OF-TOWN TRAVEL (INCLUDING LODGING & PARKING
		AIR/BUS/TRAIN/CAB FARES
0300	COMMODITIES / SUPPLIES / FOOD	CLEANING AND SANITATION SUPPLY
		KITCHEN SUPPLIES
		GASOLINE
		FOOD FOR HS/EHS/COLLABORATION PARTICIPANTS IF NOT REIMBURSED BY USDA FOOD PROGRAM
		LICENSE,STICKERS,TAGS & PLATES
		MATERIALS AND SUPPLIES
		DRUG, MED & CHEM MAT & SUPPLY
		BOOKS AND RELATED MATERIALS
		STATIONERY & OFFICE SUPPLIES
		REPAIR PARTS AND MATERIALS
		BUILDING MATERIALS AND SUPPLY
		ELECTRICAL SUPPLIES
0400	EQUIPMENT (UNIT COST AT LEAST \$5000 & USEFUL LIFE AT LEAST ONE YEAR) - REQUIRE PRIOR APPROVAL FROM DFSS & PHYSICAL INVENTORY EVERY TWO YEARS	OTHER REPAIR/MAINT SUPPLIES
		EQUIPMENT FOR BUILDINGS
		FIXTURES
		FURNITURE AND FURNISHINGS
		OFFICE MACHINES
		COMMUNICATION DEVICES
		MACHINERY AND EQUIPMENT
		TECHNICAL & SCIENTIFIC EQUIP
		PURCHASE COMPUTER HARDWARE
0801	INDIRECT COST	VEHICLES
		INDIRECT COST (MUST SUBMIT A INDIRECT COST RATE APPROVED BY A FEDERAL AGENCY).
0999	OTHER GRANT EXPENSES	DEPRECIATION EXPENSE
		FIELD TRIPS (INCLUDING ADMISSION FEES)
		BANK SERVICE CHARGES
1230	TRAINING	REGISTRATION FEES
		STAFF DEVELOPMENT
		GUEST SPEAKER/TRAINER FEES
		TUITIONS & FEES FOR PROGRAM PARTICIPANTS (NOT FOR STAFF)
		TRAINING SUPPORT (BEVERAGES & SNACKS ONLY - BREAKFAST, LUNCH OR DINNER IS NOT ALLOWED)
1240	PARENT INVOLVEMENT ACTITIES	HS PARENT INVOLVEMENT ACTIVITIES (INCLUDING CHILD CARE, TRAVEL/TRANSPORTATION, TRAINING, CONFERENCE, SPECIAL EVENTS, REFRESHMENT (BEVERAGES & SNACKS FOR MEETINGS/TRAININGS). GIFTS, GIFT CARDS & INCENTIVES ARE NOT ALLOWED.



# CHICAGO DEPARTMENT OF FAMILY & SUPPORT SERVICES

## FRINGE BENEFITS - ACCOUNT 0044

DELEGATE AGENCY:		BOARD OF EDUCATION - CHICAGO PUBLIC SCHOOLS		FEIN#:		36-6005821	
P.O NUMBER:		RELEASE #:					
PROJECT TITLE:		HEAD START SUPPORT SERVICES					
PROJECT START DATE:		12/1/2016		END DATE:		11/30/2017	
(1)		(2)		(3)		(4)	
DESCRIPTION OF ALL EXPENSES		Amount Charged to HS fund		Amount Charged to In-Kind (Non-Federal Share)		TOTAL PROJECT COST	
		Program	Admin	Program	Admin		
FICA							\$ -
UNEMPLOYMENT		\$ 2,707.00	\$ 159.00	\$ 1,062.00			\$ 3,928
WORKERS' COMPENSATION		\$ 6,878.00	\$ 404.00	\$ 2,698.00			\$ 9,980
HEALTH/DENTAL/LIFE INSURANCE		\$ 81,304.00	\$ 10,163.00	\$ 30,536.00			\$ 122,003
SHORT/LONG TERM INSURANCE		\$ -	\$ -	\$ -			\$ -
PENSION/RETIREMENT		\$ 132,879.00	\$ 7,569.00	\$ 52,119.00			\$ 192,567
MEDICARE		\$ 10,827.00	\$ 623.00	\$ 4,162.00			\$ 15,612
							\$ -
							\$ -
							\$ -
TOTAL FRINGES		\$ 234,595.00	\$ 18,918.00	\$ 90,577.00	\$ -		\$ 344,090.00

# CHICAGO DEPARTMENT OF FAMILY & SUPPORT SERVICES

## NON-PERSONNEL

DELEGATE AGENCY: BOARD OF EDUCATION - CHICAGO PUBLIC SCHOOLS  
 P.O NUMBER: FEIN#: 36-6005821  
 PROJECT TITLE: HEAD START SUPPORT SERVICES  
 PROJECT START DATE: 12/1/2016  
 RELEASE #: 11/30/2017  
 END DATE: 11/30/2017

(1)	(2)	(3)	(A)		(B)		(A+B)
			Program (4)	Admin (5)	Program (6)	Admin (7)	
Account code	Cost Category	DESCRIPTION OF ALL EXPENSES	Amount Charged to HS fund		Amount Charged to In-Kind (Non-Federal Share)		TOTAL PROJECT COST
0100	OPERATING COSTS	PROGRAM					
		ADMIN					
		SUB-TOTAL OPERATING COSTS	\$ -	\$ -	\$ -	\$ -	\$ -
0140	PROFESSIONAL SERVICES	PROGRAM	\$ 36,000.00		\$ -		\$ 36,000.00
		ADMIN					
		SUB-TOTAL PROFESSIONAL SERVICES	\$ 36,000.00	\$ -	\$ -	\$ -	\$ 36,000.00
0155	SPACE RENTAL FROM THIRD PARTY (landlord's names are required)	PROGRAM					
		ADMIN -					
		SUB-TOTAL SPACE RENTAL FROM THIRD PARTY	\$ -	\$ -	\$ -	\$ -	\$ -



## NON-PERSONNEL

Account code	Cost Category	DESCRIPTION OF ALL EXPENSES	(A)		(B)	(A+B)
			Amount Charged to HS fund			
			Program (4)	Admin (5)		
(1)	(2)	(3)	Program (6)	Admin (7)		(8)
1240	PARENTS ACTIVITIES	PROGRAM Local Travel, Child Care Expenses, Educational Activities, Training Activities, Trainings/Meetings Support (beverages and snacks). No meals (breakfast, lunch or dinner), gifts, gift cards, incentives is allowed. Out-of-Town travel to 48 U.S. contiguous states (including air fares, lodging, meals, per diem, incidents). All other U.S. States and territories require prior approval from DFSS Finance Division. No international travel is allowed.				
		<b>SUB-TOTAL TRAINING &amp; RELATED COSTS</b>	-			\$

CHICAGO DEPARTMENT OF FAMILY AND SUPPORT SERVICES  
HEAD START SUPPORT SERVICES  
BUDGET SUMMARY FORM

DELEGATE AGENCY NAME: <b>BOARD OF EDUCATION - CHICAGO PUBLIC SCHOOLS</b>		REVISION	SUPPLIER/SITE # 1032857 SITE A
P.O NUMBER:	RELEASE #:		
PROJECT START DATE: <b>12/1/2016</b>		PROJECT END DATE: <b>11/30/2017</b>	
HS BUDGET AMOUNT CHANGE FROM: <b>\$0</b>		TO: <b>\$1,132,670</b>	
PROJECT TITLE: <b>HEAD START SUPPORT SERVICES</b>			
CONTACT: <b>Heather Wendell, Exec. Director - Grant Funded Programs, 773-553-1909</b>		E-MAIL: <b>hmwendell@cps.edu</b>	

LINE #	COST CATEGORY	COST CODE	BUDGET CHANGES		BUDGET SUMMARY		
			CURRENT APPROVED CYS - HEAD START FUND	CHANGES REQUESTED IN CYS - HEAD START FUND	HEAD START FUND TOTAL	IN-KIND / NON- FEDERAL SHARE	TOTAL PROJECT COSTS
(1)	(2)	(3)	(4)	(5)	(6)	(7)	
HEAD START - PROGRAM COSTS							
1	PERSONNEL	0005		0.00	\$ 767,714.00	\$ 287,000.00 \$ 1,054,714.00	
2	FRINGES	0044		0.00	\$ 234,595.00	\$ 90,577.00 \$ 325,172.00	
3	OPERATING COSTS	0100		0.00	\$ -	\$ - \$ -	
4	PROFESSIONAL SERVICES	0140		0.00	\$ 36,000.00	\$ - \$ 36,000.00	
5	SPACE RENTAL	0155		0.00	\$ -	\$ - \$ -	
6	TRAVEL/TRANSPORTATION	0200		0.00	\$ 11,498.00	\$ - \$ 11,498.00	
7	SUPPLIES/COMMODITIES/FOOD	0300		0.00	\$ 6,000.00	\$ - \$ 6,000.00	
8	OTHER COSTS	0999		0.00	\$ -	\$ - \$ -	
9	TRAINING & RELATED EXPENSES	1230		0.00	\$ 15,000.00	\$ - \$ 15,000.00	
	PARENTS ACTIVITIES	1240		0.00	\$ -	\$ - \$ -	
SUB-TOTAL PROGRAM COST			\$0.00	\$0.00	\$1,070,807.00	\$ 377,577.00 \$1,448,384.00	
HEAD START - ADMINISTRATIVE COSTS - limited to 10% of Total Cost (Head Start fund plus In-Kind)							
10	PERSONNEL	0005		0.00	\$ 42,945.00	\$ - \$ 42,945.00	
11	FRINGES	0044		0.00	\$ 18,918.00	\$ - \$ 18,918.00	
12	OPERATING COSTS	0100		0.00	\$ -	\$ - \$ -	
13	PROFESSIONAL SERVICES	0140		0.00	\$ -	\$ - \$ -	
14	SPACE RENTAL	0155		0.00	\$ -	\$ - \$ -	
15	TRAVEL/TRANSPORTATION	0200		0.00	\$ -	\$ - \$ -	
16	SUPPLIES/COMMODITIES/FOOD	0300		0.00	\$ -	\$ - \$ -	
17	INDIRECT COST	0801		0.00	\$ -	\$ - \$ -	
18	OTHER COSTS	0999		0.00	\$ -	\$ - \$ -	
19	TRAINING & RELATED EXPENSES	1230		0.00	\$ -	\$ - \$ -	
SUB-TOTAL ADMINISTRATION COST			\$0.00	\$0.00	61,863.00	0.00 61,863.00	
HEAD START TOTAL (ADMIN & PROGRAM)			\$0.00	\$0.00	\$1,132,670.00	\$377,577.00 \$1,510,247.00	

SUBMITTED BY: \_\_\_\_\_  
Delegate Agency's Authorized Signature

\_\_\_\_\_  
Date

DFSS APPROVAL: \_\_\_\_\_  
Deputy Commissioner or Manager of Finance

\_\_\_\_\_  
Date